

Job Description – Lunchtime Supervisor

Job title	Lunchtime Supervisor
Grade	Grade 2 Fixed point 3
Responsible to	Cover Manager
Responsible for	The welfare of young people during the lunchtime period
Effective from	As soon as possible

SUMMIT LEARNING TRUST Mission Statement

Success through Endeavour
Ambition through Challenge
Strength through Diversity

Role Purpose

To work as part of a team, to assist the Vice Principal and the senior leadership team in securing the safety and welfare of young people during lunchtimes. This will involve effective supervision of young people in and about the premises and site of the school

Duties and Responsibilities

Principle Duties:

- Supervision and control of young people in the dining areas
- Supervision and control of young people in the playground, and other areas of the school premises
- Associated ancillary / cleaning duties

Supervision and control of young people in the dining areas, including:

- Organising dinner queues and entrance of young people into dining areas; ensuring good behaviour and calm atmosphere
- Dealing with any inappropriate behaviour that may occur by intervention or calling for assistance, reporting incidents to the Senior Leadership Team
- Directing young people to seats and separating problem learners where necessary.
- Being aware of young people on special, cultural, or restricted diets for medical reasons, from information provided by the school
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring young people tidy/clear up in a satisfactory manner
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to young people /staff as required
- Sharing responsibility with other staff for cleaning the dining hall floor/areas and putting away the dining tables
- Sharing responsibility with other staff for the maintenance of order and discipline around the school during lunchtimes.

Supervision and control of young people in the playground and other areas of the school premises, including:

- Direction of young people to the playground and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. occasionally participating in games
- Discouraging any dangerous activities or games and dealing with any unacceptable or challenging behaviour by following the School Policies and Procedures
- Modelling positive behaviour by speaking calmly to young people at all times
- Supervision and control of the school site during lunch break to ensure young people do not leave the designated areas
- Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Principal/Senior Leadership
- Reporting any bad behaviour, physical or verbal assaults, carrying of weapons/banned substances by young people to the Principal/Senior Leadership
- Supervision and control of young people inside school premises when they are not allowed outside in inclement weather
- Ensuring in accordance with instructions given that all pupils return to lessons in an orderly manner in accordance with the School Policies and Procedures

Associated Ancillary Duties

- Checking toilet areas regularly to ensure young people are not loitering or playing in toilet areas. Reporting any damage or blockages to the appropriate staff
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures
- When not allocated to lunchtime duty, ensuring that the Reception and foyer areas remain clean, tidy, and welcoming, maintaining a positive environment for students, staff, and visitors.

Child Protection

- To have due regard for safeguarding and promoting the welfare

Notes

- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	